

## THE WELLINGTON USD #353 SCHOOL FOUNDATION

### GRANT APPLICATION PROCEDURES

**GRANTS WILL BE AWARDED TO INDIVIDUALS, GROUPS OR SCHOOLS FOR IMAGINATIVE PROGRAMS WHICH INSPIRE STUDENTS, GENERATE ENTHUSIASM AND PROMOTE EXCELLENCE.**

1. Applicants receive grant packets from Principal.
2. Applicants return grant application to Principal for review and date.
3. Principal forwards the grant application to the Foundation's Committee by Aug. 15 & Feb. 15 deadline.
4. The Committee will send a confirmation notice to the applicant.
5. The Committee will review the application and make a recommendation to the Board of Directors.
6. The Committee will notify applicants of the Board of Directors decision to approve or deny the request.
7. The approved applicants will receive the grant money through their school principal in the form of a special account set up for record keeping purposes. Any unused funds will be returned to the Foundation.
8. Grant project will be implemented.
9. Grant Recipient or designated person will present the USD #353 Foundation Board of Directors a written evaluation on the completed project.

In some cases, projects may be granted with partial or additional funding.

THE SCHEDULE FOR GRANTS IS LISTED BELOW FOR EACH SEMESTER.

#### **FALL GRANTS**

Application forms due to the Foundation Board by August 15<sup>th</sup>.

Committee review forms and sends letter of receipt to applicant.

Decision made by Board of Directors and applicants notified no later than November 15<sup>th</sup>.

Grant evaluations and report due at the April Board of Directors meeting if project completed by that date.

#### **SPRING GRANTS**

Application forms due to the Foundation Board by February 15<sup>th</sup>.

Committee review forms and sends letter of receipt to applicant.

Decision made by Board of Directors and applicants notified no later than March 15<sup>th</sup>.

Grant evaluations and report due at the August Board of Directors meeting if project completed by that date.

#### **GRANT APPLICATIONS MAY BE DELIVERED OR MAILED TO:**

Jodie Heath

P.O. BOX 160

Wellington, KS 67152

## **THE WELLINGTON USD #353 SCHOOL FOUNDATION**

### **I. GRANT APPLICATION CRITERIA**

- A. Is the need for this project clearly explained?
- B. Are the goals clearly stated? Are they realistic and worthwhile?
- C. Is the plan of action described? Are the needed materials, resource personnel and scheduling specified?
- D. Are the plans for evaluating the project clearly defined?
- E. Is the budget request reasonable and sufficiently detailed?
- F. Does the proposal indicate creative and innovative thinking by the applicant?
- G. Is the project cost above and beyond the allocated budget you have from the Wellington School District?

### **II. GRANT APPLICATION TIPS**

- A. The first step in planning your grant is to discuss the concept with your school principal. Your principal's commitment is essential.
- B. Your chances of receiving a grant will be better if your idea is educationally sound and shows creativity.
- C. Have a clear idea of what you want, you will have to make your case in writing in a clear and concise paragraph, describe your project and why it deserves to be funded.
- D. Detail your budget request. Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs.
- E. It is acceptable to submit more than one proposal at a time and to resubmit the same proposal if denied once before.
- F. If a grant is funded, please follow-up. Budget reports, expenditure documentation and evaluations are mandatory in order to complete the grants.

**If there are any questions or need for assistance, please contact your building principal. He/she can put you in contact with a member of the WELLINGTON USD #353 FOUNDATION.**

# THE WELLINGTON USD #353 SCHOOL FOUNDATION GRANT APPLICATION COVER SHEET

Thank you for your interest in the Wellington USD #353 School Foundation Grant Program.

Type of funding requested:

**Project Grant** \_\_\_\_\_

**Teacher Grant** \_\_\_\_\_

**Other** (Please Specify) \_\_\_\_\_

Application Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Building \_\_\_\_\_

Home Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Project Title \_\_\_\_\_

Amount of Funds Requested \_\_\_\_\_

Number of students reached by the project \_\_\_\_\_

Age/Grade level to which project is directed \_\_\_\_\_

Have you secured financial support from any other source for this project? \_\_\_\_\_

If you answered yes, list the amount \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Bldg. Principal Signature** \_\_\_\_\_

**Forward your application to:** The Wellington USD #353 School Foundation, Attn. Jodie Heath,  
P.O. BOX 160, Wellington, KS 67152.

## **FOR FOUNDATION USE ONLY**

**RECEIVING DIRECTOR SIGNATURE** \_\_\_\_\_

**DATE LETTER of RECEIPT SENT TO APPLICANT** \_\_\_\_\_

**DATE PRESENTED TO BOARD OF DIRECTORS** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

**DATE EVALUATION GIVEN TO BOARD OF DIRECTORS** \_\_\_\_\_

**THE WELLINGTON USD #353 SCHOOL FOUNDATION  
GRANT APPLICATION**

**Project Title** \_\_\_\_\_

**Brief Description of project:**

**Project Objectives:**

**How is this project innovative or why is this an area of section need in your building or classroom?**

**What is the projected long-term effect of this project on your students, school, district? How will the project objectives be measured?**

**Number of students affected by project: directly \_\_\_\_\_ indirectly \_\_\_\_\_**

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**Timeline of project implementation/completion:**

**Projected budget:**

**Currently or previously, have there been similar projects underway in our district?**

**yes\_\_\_\_\_ no\_\_\_\_\_**

**If yes, please explain reason for reapplication.**

**COMMENTS:**